



## Online Testing Order Form



### Forms E, F, & G

Visit

[tinyurl.com/orderlowaAssessments](https://tinyurl.com/orderlowaAssessments)



to order the online version of the  
*Iowa Assessments!*

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Purchase orders, checks, and credit cards accepted

Date

**Payment Information**

Please enclose a check or valid purchase order payable to “Riverside Insights” with all orders. If payment via credit card, mark the box below so an email with payment link can be sent to the email provided in the “Charge to:” section.

**NOTE: Orders from first time purchasers require a completed Test Purchaser Qualification Form.**

**Professional Credentials – Choose One:**

- Test Purchaser Qualification Form attached
- Test Purchaser Qualification Form on file at Riverside Insights

Purchase Order enclosed. Number \_\_\_\_\_  Check enclosed. Number \_\_\_\_\_  Credit Card payment.

**Charge to**

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Shipping Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Required Information** (Your order will not be processed without this information)

**Please describe yourself:**

- System/District  Diocese/Archdiocese
- Building/School      Public      Catholic      Private  
 CHECK ONE:    \_\_\_ School    \_\_\_ School    \_\_\_ School

Anticipated Testing Date: \_\_\_\_\_

**Reporting options:**

Web Reports ONLY

To ensure delivery of your email notifications, please whitelist the email address:  
**no-reply@dm.riverside-insights.com.**

**Administration Mode:**

*Iowa Assessments* are available for paper/pencil administration.

Please see appropriate order form on our website or contact your Assessment Consultant.

**System Requirements:**

1.- Do the workstations that will be used for online testing meet the *DataManager* minimum system requirements? See [datamanagerinfo.com](http://datamanagerinfo.com) for a copy of the revised system requirements or ask your Assessment Consultant.

Yes       No

2.- Have you run the *DataManager* online system checker successfully on each workstation that will be used for online testing? (The System Check is accessed from the following URL: <https://tinyurl.com/DataManagerCheckReadiness>)

Yes       No

**Account Holder** (Please list the primary contact who will be the test administrator owner and *DataManager* Account Holder.) Note: this person is the primary test and IT contact and implementation manager.

**Data Contact** (if different from Account Holder) Note: this person will be responsible for providing school system data files to Riverside Insights.

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Shipping Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_  
 Email Address\* (REQUIRED) \_\_\_\_\_

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Shipping Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_  
 Email Address\* (REQUIRED) \_\_\_\_\_

Prices are valid until December 31, 2022 and are subject to change without notice.

Availability of National Percentile Ranks (NPR) for Complete/Core Administrations for Grades K and 1

Grade Level	Fall	Midyear	Spring
Grade K	Not Available	Level 5 Not Available for Level 6	Level 5 Level 6
Grade 1	Not Available for Level 7 Complete/Core Level 6	Level 7	Level 7

Online Testing - Iowa Assessments Forms E, F, & G

Complete

Price per administration	Form E		Form F		Form G		Total Quantity	Price	Total Price
	Item No.	Quantity	Item No.	Quantity	Item No.	Quantity			
Levels 5-14	1525779		1578139		1738615			\$15.05	
Levels 15-17/18	1525789		1578355		N/A			\$15.05	

Core

Price per administration	Form E		Form F		Form G		Total Quantity	Price	Total Price
	Item No.	Quantity	Item No.	Quantity	Item No.	Quantity			
Levels 7-14	1525780		1578358		1738616			\$15.05	
Levels 15-17/18	1525790		1578364		N/A			\$15.05	

Survey

Price per administration	Form E		Form F		Form G		Total Quantity	Price	Total Price
	Item No.	Quantity	Item No.	Quantity	Item No.	Quantity			
Levels 7-14	1525797		1578367		1738617			\$13.50	

Districts will be responsible for any overages and will be billed accordingly.

\*If you are administering any assessment remotely, please refer to our "Virtual Remote Proctor" or "DataManager Remote Proctoring Portal" order forms.

TRAINING

To explore training options for this assessment, please consult the separate K-12 Training order form or contact your local Assessment Consultant or Riverside Customer Service.

How to Place Your Order

Via our online PO portal:  
<https://riversideinsights.info/order>

Inquiries may be directed to:  
[inquiry@service.riversideinsights.com](mailto:inquiry@service.riversideinsights.com)

For more information, including our W-9 form, please visit our "How Can We Help" support page on our website at [https://info.riversideinsights.com/contact\\_us](https://info.riversideinsights.com/contact_us).

**Note:** To ensure adequate processing time when submitting an expedited RUSH order, please email your order to [orders@service.riversideinsights.com](mailto:orders@service.riversideinsights.com) with URGENT in the Subject Line of the email.

Customer Service  
Riverside Insights  
One Pierce Place, Suite 900W Itasca, IL 60143

Product Order Subtotal	_____
State Sales Tax	_____
Shipping Service Fee*	_____
Order Total	_____

\*A shipping service fee is prepaid and added to the invoice. Estimate 10% (\$10.00 minimum) for ground shipping; 15% (\$10.00 minimum) for Second Day Air; 17% (\$20.00 minimum) for Next Day Air shipping; and 25% for international shipments.

Prices are valid until December 31, 2022 and are subject to change without notice. All orders will be filled at prices in effect upon receipt of your order. To obtain the most up to date pricing, please visit us online at [www.riversideinsights.com](http://www.riversideinsights.com).